



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 25615 - Deputy Chief of Staff, NCTC/DTI - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 10/19/2018 - 11/10/18

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCTC/DTI

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply. )



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## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

- As Deputy Chief of Staff, you, along with the Chief of Staff, will be responsible for the daily operations of the Directorate. You will help manage the DTI Front Office which has responsibility for budget, space, personnel, contracts, training, and daily taskings. In addition, you'll work with DTI's Strategy, Outreach, and Communication Staff to support NCTC senior leaders, drafting responses and talking points for Congressional committees, the National Security Council, and other internal and external customers. You'll work closely with DTI management to develop and implement our Strategic Plan and ensure our resources and efforts are focused appropriately against the Plan. As a member of the DTI senior management team, you'll play an important part in leading and managing the DTI while gaining insights into what is important to NCTC, our IC counterparts, and our customers. Specific duties include:
- Oversee, manage, and lead programmatic initiatives and the daily operations of the organization and collaborate with office leadership to ensure strategic alignment with the mission, goals, and objectives of the ODNI.
- Lead, manage, and oversee personnel, training, budget, contract administration policies and procedures, as well as, information technology, facilities, equipment, and logistics to foster successful achievement of the organization's mission.
- Oversee budget planning and execution, strategic resource planning, and budget decisions and serve as approving official for the office.



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- Oversee and facilitate human resources planning and personnel actions and work closely with ODNI/Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives.
- Oversee DTI's Professional Development Working Group and support ProDev Council actions.
- Manage and coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the effective completion of initiatives and requirements.
- Manage corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.
- Liaise and maintain effective working relationships with other ODNI Chiefs of Staffs, ODNI components, and within the organization to address issues that span multiple mission or program areas.
- Manage and execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments.

## **Mandatory and Educational Requirements**

- Strong organizational/multi-tasking skills, sound judgment, and flexibility.
- Superior oral and written communication skills, ability to network, and communicate across NCTC, the ODNI, IC, and U.S. Government agencies.
- Superior ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.
- Ability to meet changing requirements and work under pressure when mission requires.
- Knowledge of the IC and ODNI budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.
- Demonstrated ability to evaluate processes, propose innovative solutions, and implement change with resourcefulness and creativity.
- Experience with resource planning, budget forecasting, and execution.
- Superior ability to establish goals, manage workflow, and identify professional development needs for employees.
- Experience managing the contract process.
- Superior leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.
- Knowledge of the mission/function of NCTC and/or the Directorate of Terrorist Identities.
- Demonstrated management and leadership experience.



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- Bachelors degree in any relevant field.

## Desired Requirements

- Knowledge of IC watchlisting and screening structures, capabilities, and policies. • COTR certification.

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

**Applicants from federal agencies outside the IC** must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment\_TeamC@dni.gov

## **Other Information**



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The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_COO\_TM\_EEOD\_RA\_WMA@cia.ic.gov, by unclassified email at DNI-EEOD\_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**